

REGISTRATION FORM

DIR Training & Education

State of Texas
Department of Information Resources

300 West 15th, suite 1300
Austin, Texas 78701

Instructions: *Purchase Order Number Required*

1. Fax completed registration form to DIR at (512) 475-2230.
2. You will receive confirmation within 3 working days.
3. If you have any questions, or if you do not receive a class confirmation, contact DIR.

*** Registrant is responsible for meeting all course prerequisites. ***

For information and/or assistance call (512) 475-3330

Fax (512) 475-2230

For DIR Office Use Only

Please Print or Type

| | | | |
|---|------------------|-----------------------------|------------------------------|
| Course Title | | First Choice Dates Times | Second Choice Dates Times |
| Software Version | Service Provider | City | Course Fee (Per Person) |
| Please enroll the following participants in the course indicated above. | | | |
| PARTICIPANT NAME (LAST, FIRST, MIDDLE INITIAL) | SS# | JOB TITLE | AC/PHONE # |
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All cancellations must be received **in writing** by 8:30 a.m. on the cancellation date. Unless otherwise specified, **cancellation deadlines** are **3 working days** prior to class start date for **PC classes** and **10 working days prior** to class start date for **professional/technical classes**. Late cancellations will be subject to a full fee charge. Qualified **substitutions** are permissible without notice to DIR. Classes are subject to rescheduling or cancellation due to low enrollment.

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| Signature/Title (of person authorized to commit funds) | | P.O. Number (Required) | |
| Agency Name | Agency Code | Division | |
| Contact Person | Phone # | Fax # | |
| Mailing Address | City | State | Zip |

For DIR and Service Provider Use Only

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|--|----------|------------|-----------------------|---------|
| DIR Regis. from Client | Initials | Date Recvd | Date Faxed to Vendor | Comment |
| Service Provider (SP) Regis. from DIR | Initials | Date Recvd | Scheduled Course Date | Comment |
| DIR Confirm. from SP | Initials | Date Recvd | | Comment |